

Iceland

Job Application Form

For Iceland Stores frontline staff



Application for a career in the UK's biggest family

A rewarding career with the UK's biggest family starts right here.

Established in 1970 with just £60 capital to rent a small high street store, Iceland is now the UK's leading specialist frozen food retailer with 750+ stores employing 24,000 colleagues across the UK. Undoubtedly, Iceland people are the company's biggest asset and the real key to our success over the past four decades.

The unique way we treat our customers is, in a sense, an extension of the way we treat each other – offering support when necessary, sharing responsibility and always recognising achievement and effort. This job application could prove an important milestone in your career, so don't be afraid to tell us about yourself, your strengths, skills and qualities that make you special. The more you tell us, the better placed we are to match your strengths to roles within our stores network.



Good luck with your application, we look forward to hopefully seeing you soon.

1. The basics

Please write your answers clearly in either blue/black ink.

Personal details:

Title: _____ First Name(s): _____ Surname: _____
 Address: _____
 Postcode: _____
 National Insurance number: _____

Contact details:

Home tel (inc STD): _____ Email: _____
 Mobile: _____ Best time for interview: Morning ☐ Afternoon ☐ Evening ☐

Driving licence:

Do you have a full and valid UK driving licence? Yes ☐ No ☐
 Does it allow you to drive manual vehicles? Yes ☐ No ☐
 Have you held your licence for 3 years or more? Yes ☐ No ☐
 Do you have any endorsements pending? Yes ☐ No ☐ Do you have any points? Yes ☐ No ☐

If yes, please provide details about how many endorsements and the reasons:

Position applied for: **Retail Assistant** ☐ **Supervisor** ☐ Store applied for: _____
Home Delivery Driver ☐ **Cleaner** ☐ _____

How did you find out about the vacancy?

Please tick Job Centre ☐ From a family member or friend ☐ Newspaper advert ☐
 Instore poster ☐ Other (please specify) _____

2. Working with us

Your work eligibility

Right to work in the UK (Asylum and Immigration Act 1996)

Are you legally entitled to work in the UK? Yes ☐ No ☐

If you ticked **No**, then unfortunately we can't continue with your application under the A & IA 1996.

If you ticked **Yes**, and you are invited for an interview, then please bring one of the following:

Either <u>one</u> of these documents	
<ul style="list-style-type: none"> • EU Passport. • A UK residence permit issued to a national from a non-EU country. • A UK-endorsed travel document. 	
Or...	
<ul style="list-style-type: none"> • A document with evidence of a permanent National Insurance number (P45, P60) And, <u>one</u> of the following... • A full birth certificate showing your parents' full names. • A certificate of naturalisation/registration as a UK citizen. • An endorsed letter from the UK Home Office. 	<ul style="list-style-type: none"> • A work permit issued by Work Permits UK And <u>one</u> of the following... • A passport/travel document endorsed by the UK Home Office. • An endorsed letter issued by the UK Home Office.



Please don't forget to bring your documentation to the interview so we can fully process your application.



Your work availability

Iceland is open 7 days a week, which means we offer vacancies across our business that will suit many people and their lifestyles. To help us find the right position for you, please tell us your work availability.

Please tick:	MON	TUE	WED	THU	FRI	SAT	SUN
Mornings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anytime	<input type="checkbox"/>						

Do you want full-time or part-time work? Full-time ☐ Part-time ☐ Either ☐

Are you willing to work additional hours if required? Yes ☐ No ☐

3. Employment history/education

We would like an insight into your current/recent work situation, or your previous two jobs.

Please complete the details below. Tick the box if you are a student or in full-time education ☐

Employer:

Address:

Position:

Started (m/y):

Left (m/y):

The role:

Reason for leaving:

Employer:

Address:

Position:

Started (m/y):

Left (m/y):

The role:

Reason for leaving:

Your education/skills/qualifications

In the box below, please list your educational qualifications, including nationally recognised certificates such as HND, NVQ, City & Guilds etc.

Please
tick

Subject(s)

☐

GCSEs

(or equivalent)

☐

A-Levels

☐

Degree

☐

Other –

please specify

Additional skills, training and information

Below, please list any additional skills or training qualifications you can bring to Iceland. These can include technical, vocational or other qualifications such as IT certificates, forklift truck licence, Health and Safety accreditation, First Aid training etc.

Please highlight any additional qualifications and the level achieved

Interests outside of work? (Hobbies, pastimes, pursuits)

Why should everything revolve around work? At Iceland we believe a healthy work-life balance is important and enjoying interests outside of the nine-to-five can make us more rounded people and colleagues. In just a few words, please let us know of the type of hobbies and activities you're involved with outside of work.

4. More about yourself

'Fit' is important to us. We always look for characteristics in candidates that show compatibility with our approach to retailing. So we can get to know you a little better, please provide a brief answer to each of the three questions below:

A 'people' person?

Being friendly and genuine can go a long way when dealing with customers. Please give a brief example of a situation when your helpful approach has benefited either a customer or team member.

Take pride in your work?

Completing a task to the best of our ability is a sure sign that a person takes pride in the job. Please give us an example that demonstrates your pride in your work – no matter how big or small the task is.

Doing the right thing?

Doing the very best for customers is the cornerstone of Iceland's success. This attitude is just as important when you're part of a busy store team dealing with day-to-day challenges. Briefly explain why you think you're a good team player.

Quick questionnaire

To give us a further snapshot of yourself, please answer each of the following statements by ticking either 'a' or 'b'.

- | | |
|--|---|
| 1. a) I enjoy talking to people. | 9. a) I am concerned about the feelings of others. |
| b) I wait for other people to start talking to me. | b) I always speak my mind even if it upsets people. |
| 2. a) I dislike being restricted by rules and procedures. | 10. a) I pick up new ideas quickly. |
| b) I like sticking to a process when doing my job. | b) I like to take my time to think through new ideas. |
| 3. a) I will speak up when I see an opportunity to make improvements. | 11. a) I like to be thorough and focus on one task at a time. |
| b) I prefer to stick with what works. | b) I can keep my concentration while talking to customers. |
| 4. a) I like to try new ways of doing things. | 12. a) I am very comfortable taking charge in a group situation. |
| b) I am very cautious about new ideas. | b) I tend to listen to others rather than telling them what to do. |
| 5. a) I would rather do my work than listen to customers. | 13. a) Sometimes I speak up before I have thought things through. |
| b) I am good at listening to customers' concerns. | b) I usually listen to people before giving my view. |
| 6. a) I prefer to work on my own. | 14. a) In an emergency I can be emotional. |
| b) I work better with others. | b) I am normally calm in a crisis. |
| 7. a) It takes a lot for me to get annoyed. | |
| b) At times, I can lose my temper. | |
| 8. a) I don't enjoy talking to people I don't know. | |
| b) When I meet new people I am very friendly. | |

5. Additional information

To give us a fully rounded view of your suitability, please complete this final section. Regarding criminal convictions, the information you provide will not discourage us from assessing your application on a fair and impartial basis.

Disability

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.' Long-term in this context means a situation that is likely to last longer than 12 months, or is likely to recur.

According to the terms of the Equality Act 2012, do you consider that you have a disability? Yes ☐ No ☐

If yes, please indicate the nature of your disability: Blind/visual impairment ☐ Cognitive impairment ☐
Deaf/hearing difficulties ☐ Learning disability ☐ Mental health condition ☐ Physical impairment or mobility issues ☐
Long standing illness or health condition ☐ Other ☐ Please state

If so, do you consider that this may be affected by the job? Yes ☐ No ☐

Are you a registered disabled person? Yes ☐ No ☐

If shortlisted for interview, do you require any adjustments to be made to support you? Yes ☐ No ☐

If yes, please specify.

Criminal convictions

Do you have any unspent criminal convictions?

Yes ☐ No ☐

If yes, please provide details (Under the Offenders Rehabilitation Act 1974 you do not have to declare any spent convictions)

Do you have any prosecutions pending?

Yes ☐ No ☐

If yes, please provide details:

References

Please provide the names and addresses of at least one person who can provide a character/work reference. Ideally, this should be your most recent employer, or a person who knows you but who is **not** a relative or friend. As part of our employment policy, we will only apply for a reference after your employment with us starts, and not before.

Name:

Address:

Tel/mobile:

Relationship to you:

Name:

Address:

Tel/mobile:

Relationship to you:

A previous colleague of ours?

Have you worked for Iceland before?

Yes ☐

No ☐

When?

Store or office?

Position?

Reason for leaving?

Data Protection For our internal administration, your details will be retained for a period of six months before they are destroyed.

Equal Opportunity statement We operate a policy that stipulates all individuals receive equal treatment regardless of age, sex, marital status, race, colour, ethnic/national origin, nationality, citizenship, disability, sexual orientation, gender assignment and membership of, or refusal to sign up to, a trade union.

Declaration Please check through your Application Form to make sure you have completed all the necessary information, then sign the declaration below. Signing means that you both understand and agree to the following points:

1. You understand that false or omitted information could lead to your dismissal.
2. The information you have provided is correct, complete and not misleading.
3. You understand that employment is subject to receipt of satisfactory references, and you give your permission for us to contact the referees you have supplied.
4. You agree that your personal details can be held and processed by Iceland in accordance with the Data Protection Act 1998.

Signature:

Date: / /



Thank you for completing this form and good luck with your job application at Iceland!

You will only be contacted if you are invited for an interview. If you are not contacted, please assume you have been unsuccessful on this occasion.